

MADERA COUNTY
TOBACCO PROJECT DIRECTOR

DEFINITION

Under supervision of the Community Health Education Director to manage, supervise, and coordinate the activities and operations of the County Tobacco Control Program, within the Public Health Department. To coordinate assigned activities with other divisions, outside agencies, and the general public; and to provide staff assistance to the Community Health Education Director and Public Health Director.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and clerical staff in the Tobacco Control Program.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manages, supervises, and coordinates Tobacco Control Program functions and activities; participates in the development and implementation of goals, objectives, policies, and priorities for the Tobacco Control Program; directs, supervises, trains, and evaluates assigned personnel; monitors State contracts and grants; attends trainings and conferences necessary to program; provides overall coordination of educational activities in the tobacco program within the Department; organizes and provides staff to Advisory boards and coalitions; maintains and coordinates relationships with appropriate governmental and community agencies and organizations; maintains and coordinates relationships with community media; oversees and implements outcome evaluation and process evaluation; assesses program productivity, in relation to approved policies program goals and objectives.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a health education program.
Principles and practices of budget development, preparation, and expenditure control.
Principles of supervision, training, and performance evaluation.
Pertinent Federal, State, and local laws, codes, and regulations.
Regional organizations and resources.
Research and information gathering techniques.
Principles and techniques of management and program administration.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Manage, supervise, and coordinate tobacco education activities and operations.
Supervise, train, and evaluate staff.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Interpret, apply, and explain the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
Prepare clear and concise reports.
Participate in the development and preparation of the assigned budget and expenditure control.
Effectively represent assigned program and operation of the Tobacco Control project to the public, community organizations, and other government agencies.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of responsible experience working in administration and management or educational training which would develop familiarity with the functions, operations, and programs of health related fields including one year of supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public health, health management, education, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment, ability to travel to different sites and locations. Ability to work flexible hours.

Effective Date: November, 1997